

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Assistant Manager (Human Resources/Risk Manager) **ANNOUNCEMENT NO.** 075-2016
#163190

SALARY: AS-620 / Minimum \$44,450 / Maximum \$93,517 annual salary

LOCATION: LA Military Department, Human Resources/Risk Management, Carville, Louisiana

OPEN: 25 August 2016

CLOSE: 7 September 2016

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form 10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Military Members; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Bachelor's degree is preferred. Supervisory experience is required. Must possess excellent communication skills both oral and written. Must be able to work independently to meet established deadlines and objectives. Must have the ability to work with general guidance to meet objectives. Must have a working knowledge of general operations procedures. Must be approved to work in RCAS and required Human Resources and Risk Management Information Systems. Must possess a working knowledge of Microsoft Office Programs (Outlook, Word, Excel, Access, Powerpoint, etc.). Must have the ability to organize data, prepare presentations and reports. Must be available for and have the ability to travel in support of State Emergencies and State business if required.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC) Card. Ability to work and communicate effectively with peers, superiors and subordinates. Travel may be required. Must be available to report to duty during emergency or disaster situations. Must complete SHARP Training and foster sexual harassment free environment. Must complete all LMD training requirements annually.

c. **OTHER REQUIREMENTS:** The LA Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

4. POSITION DESCRIPTION: Serves as Assistant Human Resources (HR) & Risk Manager (RM) for the Agency. Assist the Human Resources Manager in tracking of day to day personnel actions & processes, direct supervision of Employment Assistance Officers and Risk Management Personnel. Responsible for data collection, reports and presentations for Human Resources and Risk Management requirements for both direct supervisor and higher level officials in the Louisiana Military Department (LMD). Serves as primary coordinator for State Active Duty Payroll System requirements and reports associated with State Emergencies. Serves as the primary point of contact for applicable agency Policies & Procedures Manual (PPM) updates. Also serves as the Human Resources and Risk Manager point of contact in the absence of the HR Manager. Advises HR Manager on process improvement and efficiencies. Serves as a staff specialist in programmatic specialty areas such as compliance programs, loss prevention/risk management, auto, workman's compensation, property and general liability. Assists in planning, organizing and conducting workshops and seminars to inform agency personnel on a statewide basis of all loss prevention policies and procedures. Plans and coordinates State Active duty Payroll System upgrades, actions and reports associated with State Emergencies. Collects data, prepares routine reports, presentations required by LMD and the State for both Human Resources and Office of Risk Management. Serves as HR & RM Coordinator for Chapters 10, 19 & 20, and annual PPM updates. Plans, organizes and coordinates the overall safety, emergency preparedness and loss prevention program for LMD. Develops, plans and implements a safety program for LMD that is designed to reduce accidents, decrease agency costs and protect persons, property and equipment. Assists HR Manager in developing and coordinating organizational policies and procedures to ensure uniformity in all safety, insurances and training programs for LMD. Coordinates all agency inspection programs, develops accident statistics and prepares summary reports regarding the status of current LMD safety programs. Supervises the development and updates of all safety policies and procedures for LMD. Organizes, schedules and conducts annual risk management audits to verify compliance with Office of Risk Management requirements. Investigates and provides technical assistance and specific recommendations in the monitoring and adjudication of claims against the State in all lines of insurance. Assists in assessing agency loss prevention problems and determines, recommends specific methods, policies, procedures and priorities in developing and maintaining comprehensive and effective Loss Prevention Programs. Must attend/complete all mandatory LMD Training (Ethics, SHARP, Suicide Prevention, etc.) and foster a sexual harassment free environment. Perform other duties as assigned.

5. APPLICATION PROCEDURES: All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/wp-content/uploads/2015/10/LMD-H-Form-10-State-Application-1.pdf>** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

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